

Commanding Officer
United States Coast Guard Institute

5900 SW 64TH ST RM 235
Oklahoma City, Ok 73169-6990
Staff Symbol: VE
Phone: (405) 954-7239
FAX: (405) 954-7249

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Subj: EDUCATION SERVICES OFFICER (ESO) PROCEDURES, VOLUME III

1. PURPOSE. This instruction establishes procedures for the administration of the USCG Voluntary Education Program. It provides guidance on the ESO's duties and responsibilities in maintaining an effective voluntary education program that enhances the professional growth and development of all members of team Coast Guard.
2. ACTION. The procedures and requirements set forth in this manual provide the basic foundation for establishing a voluntary education program. All units should ensure that the individual appointed as the ESO is provided with a copy of this publication.
3. DIRECTIVES. This publication supersedes CGI Instruction P1550.1.
4. CHANGES. Major program changes implemented since publication of the last instruction are noted in bold type. Chapter 8 is all new information pertaining to partnership institutions that are providing distance learning courses. Updated information will be provided periodically as page changes when appropriate. Recipients are encouraged to file this instruction in a binder to facilitate easy update.
5. FORMS. All forms referenced in this instruction may be reproduced locally. Additionally, most of the forms are also available on our homepage at www.uscg.mil/hq/cgi.
6. COMMENTS. The ability to continue one's education while in the USCG is more important today than ever before. The level of commitment of the ESO can effectively make or break the unit's education program. A dedicated ESO can instill motivation in those seeking to continue their professional growth and development. The unit's level of support of the ESO will have a direct effect on the availability of education programs for members. Your support and comments are appreciated. Comments may be submitted by E-mail via the Institute homepage or by routine correspondence.

KEVIN B WILSON

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ESO Duties and Responsibilities for Voluntary Education Programs

Introduction

The ESO is a key player in providing resources and assisting members in making decisions that will affect the rest of their lives. Few other USCG positions hold such responsibility. Providing members the opportunity to continue their education essentially provides the ladder for which they may progress throughout their career.

The level of commitment of the ESO can effectively make or break the unit's education program. A dedicated ESO can instill motivation in those seeking assistance. On the other hand, an ESO who does not understand how important continuing education opportunities are to members may serve to stifle any motivation exhibited by those in the unit.

ESO Location

The ESO office should be located in an area well known to all members. If the ESO is away from the office frequently, an assistant ESO should be appointed.

Responsibility

It is the ESO's responsibility to provide opportunities for all Coast Guard members to continue their professional growth and development.

Duties

As a **minimum** ESOs should:

- * Assist members with college enrollment.
 - Maintain current literature on college programs available locally
 - Ensure members and dependents receive in-state tuition if applicable
 - Ensure institution is properly accredited.
 - * Counsel members about non-traditional education programs.
 - Credit for military learning experiences
 - College Credit Examinations
-

Continued on next page

ESO Duties and Responsibilities for Voluntary Education Programs (Cont'd)

- * Assist members in completing the Tuition Assistance form.
 - * Work with colleges and universities to resolve any difficulties with TA.
 - * Assist members in locating scholarships or loans.
 - * Help members document their military learning experiences.
 - * Explain the CGI Assessment and Degree Plan.
 - * Assist members in enrolling in college video and audio courses through the Student Guide to Success (part IV of this publication).
 - * Administer or arrange for the administration of all DANTES sponsored examinations.
 - * Be cognizant of high school completion programs and/or the GED examination.
 - * Assist members in activating their GI Bill Benefits
 - * Conduct briefings or other forms of outreach to ensure all members are aware of the educational opportunities available.
 - * Develop effective partnerships with Career Development Advisor (CDA), colleges and universities, Coast Guard Institute, other organizations impacting on the delivery of educational programs to your command.
 - * **Become familiar with the contents of this Publication.**
-

Matrix of Institute Services

Description of Services Offered	Active Duty	Reserves 1	Spouses 2	Civilians 3	Cost if Indicated	Availability or Form No
USCG Correspondence Courses^	X	X	NA	NA	None	CGI 2100
Tuition Assistance	X	X	N/A	X	25 % of course cost	CG 4147
Military Education Evaluation Assessment	X	X	X	X	None	CGI 1560/04e
Degree Plans	X	X	X	X	None	CGI 1560/04e
Registered USCG Military Transcript	X	X	X	X	None	CGI 1560/09
External Degree Program Enrollment Service	X	X	X	X	None	Varies
College Courses (Multi-Media)	X	X	x	x	*	CGI 1560/03c
College Level Exam Program (Gen and Subject)	X	X	X	X	None	DANTES Test Centers**
DANTES Subject Standardized Tests	X	X	X	X	None	DANTES Test Centers**
Regents College Exams	X	X	X	X	\$60-225 #	DANTES Test Centers**
Admissions Exams (GRE, GMAT, SAT, ACT)	X	X	\$\$	\$\$	\$96, \$150,\$38,\$21 respectively #	DANTES Test Centers**
Certification Examinations (ASE, ICCP, etc)	\$\$	\$\$	\$\$	\$\$	\$60-\$500 #	DANTES Test Centers**

1 = Information pertains to drilling reserves. Active reservists are eligible for the same programs as active duty personnel.

2 = Information pertains to spouses of active duty personnel and active and drilling reservists.

3 = Information pertains to USCG civilian employees (GS and WG). NAFA employees are not eligible.

X= free of charge

\$\$ - member pays fee

* Member must pay for textbook and study guide.

**Spouses and civilian employees may only test free of charge at USCG DANTES Test Centers or National Test Centers.

Costs are subject to change and are provided for general information only.

NA = Not available

EDUCATION RELATED WEBSITES

Accreditation	http://www.ed.gov/offices/ope/students/accred.html
ACT	http://www.act.org
Adult Education	http://www.arragon.com
Career Development	http://www.uscg.mil/hq/g-w/g-wt/g-wtl/cis/cishome.htm Advisors
Charter Oak State College	http://www.cosc.edu
CLEP Examinations	clep/html/indx001.html http://cbweb1.collegeboard.org/
Coast Guard Enlisted Ed Programs	http://www.uscg.mil/hq/mcpocg/1trng/trng.htm
Coast Guard Institute	http://www.uscg.mil/hq/cgi
College Locator/Ranking Guide	http://www.usnews.com/usnews/edu/college/cosearch.htm
College Search Services	http://www.collegequest.com http://www.collegeview.com/collegesearch/ http://businessmajors.about.com/education http://www.geteducated.com
*DANTES Catalog of Nationally Accredited Distance Learning Programs	http://voled.doded.mil/dantes/dl/dcnadlp2000/begin.htm
DANTES Examinations	http://voled.doded.mil/dantes/exam/dsst/index.htm
DANTES External Degree Programs	http://voled.doded.mil/dantes/dl
Distance Learning	http://www.about.com http://voled.doded.mil/dantes/dl http://www.petersons.com/dlearn/dlsector.html

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EDUCATION RELATED

WEBSITES (Con't)

ARNGI partnership schools	http://216.227.44.25/arngi/distpage.htm
DOD Job Search	http://dod.jobsearch.org
External Degree Programs	http://voled.doded.mil/dantes/dl
Graduate Management Admission	http://www.gmat.org
Graduate Record Exam:	http://www.gre.org
Math Study Guide	http://www.webmath.com
Operation Transition	http://www.dmdc.osd.mil/ot
Excelsior College	http://www.regents.edu/007.htm
Excelsior College Examinations	http://www.regents.edu/099.htm
Praxis	http://www.ets.org/praxis
SAT	http://www.collegeboard.org
Scholarships, Grants, Loans	http://www.scholaraid.com
Servicemembers Opportunity Colleges	http://www.soc.aascu.org/
Student Guide to Success	<hr/>
Thomas Edison State College	http://www.tesc.edu
University of Phoenix	http://www.uophx.edu/uop/gettokno.htm
VA – MGIB	http://www.va.gov/education/c30pam.htm#are

Recommended Materials for USCG Education Offices

USCG Materials

ESO Procedures, Volumes I, Nonresident Training
Volume II, List of Correspondence Courses
Volume III, Voluntary Education Programs

Volume IV, College Video and Audio Courses

Educational Assessment Worksheet, CGI Form 1560/04e
Update to Educational Assessment, CGI 1560/08a
USCG Transcript Request Form, CGI 1560/09
USCG Institute School Code List

DANTES Materials*.....Stock No

CLEP Sample Tests.....	1000
Fact Sheets for DSSTs.....	DANTES homepage or ETS*
Study Guides for Excelsior College Exams.....	Excelsior homepage *
Calendar of National Certification Programs (booklet).....	1101
Calendar of National Testing Programs.....	1223
Be A Certified Professional (brochure)	1148
Tips on Taking Tests (brochure).....	1210
DANTES Examination Programs (brochure).....	1218
Preparing for Tests (brochure).....	1231
GED – Key to the Future (brochure).....	1240
Organizing a Study Group (pamphlet).....	2001
ACE Guide (set of books).....	2101
ACE Guide Update (book).....	2102
Where Credit is Due (brochure).....	2103
SOC Guide.....	2109
SOC Brochure	2112
DANTES Independent Study Catalog.....	2301
DANTES Catalog of External Degree Programs.....	2304
DANTES Distance Learning Enrollment Form - Servicemembers.....	2309
DANTES Catalog of Nationally Accredited Distance Learning Programs.....	2329
DANTES Catalog of Materials (book).....	4300#
DANTES Material Request Form.....	4301#

*See the appropriate chapter of this publication for information on ordering.

These are the first DANTES items to order. Send memo to DANTES. See Chapter on DANTES for additional information.

Continued on next page

Recommended Materials for USCG Education Offices (Cont'd)

Catalogs from Local Colleges and Universities
University of Phoenix Handbook
Excelsior College Catalogs
Excelsior College Counselor Handbook
Charter Oak Catalog
Thomas Edison Catalog

Commonly Used Acronyms

AA.....	Associate of Arts Degree
AS.....	Associate of Science Degree
ACE.....	American Council on Education
ACT.....	American College Testing
AASRT.....	Associate in Applied Science in Radiologic Technology
ASAST.....	Associate in Science in Applied Science and Technology
ASE.....	Automotive Service Excellence
ASNSM.....	Associate in Science in Natural Science and Mathematics
ASPSS.....	Associate in Science in Public and Social Services
ASM.....	Associate in Science in Management
ASVAB.....	Armed Services Vocational Aptitude Battery
ATCO.....	Alternate Test Control Officer
BA.....	Bachelor of Arts Degree
BS.....	Bachelor of Science Degree
BSAST.....	Bachelor of Science in Applied Science and Technology
BSBA.....	Bachelor of Science in Business Administration
BSHS.....	Bachelor of Science in Human Services
BSN.....	Bachelor of Science in Nursing
CDA.....	Career Development Advisor
CGI.....	Coast Guard Institute
CLEP.....	College Level Examination Program
CONUS.....	Contiguous United States
CORPA.....	Council on Recognition of Postsecondary Accreditation
DANTES.....	Defense Activity for Non-Traditional Education Support
DOD.....	Department of Defense
DoEd.....	Department of Education
DSST.....	DANTES Subject Standardized Tests
EOCT.....	End-of-Course Test
ESO.....	Educational Services Officer
ETS.....	Estimated Termination of Service (Exp. Of Enlistment)
ETS.....	Educational Testing Service
GE.....	General Exam
GED.....	General Education Development (High School Equiv. Exam)
GMAT.....	Graduate Management Admission Test
GRE.....	Graduate Record Exam
JVIA.....	Joint Visual Information Activity
LSAT.....	Law School Admissions Test
METEC.....	Military Experience & Training Evaluation Consultant Computer Program
MGIB.....	CH 30, USC 38, Montgomery GI Bill
MORE.....	Minority Officer Recruiting Effort

Continued on next page

Commonly Used Acronyms (Cont'd)

NREMT.....	National Registry/Emergency Medical Technician
OAR.....	Officer Aptitude Rating Exam
PCS.....	Permanent Change of Station (Transfer)
PPEP.....	Pre-Commissioning Program for Enlisted Personnel
PRAXIS.....	National Teachers Examinations
SAT.....	Scholastic Aptitude Test
SE.....	Subject Exam
SOC.....	Servicemembers Opportunity College
TA.....	Tuition Assistance
TAD.....	Temporary Additional Duty
TCO.....	Test Control Officer
VA.....	Veterans Administration
VEAP.....	Veterans Education Assistance Program